

DEPARTMENT OF BUILDING AND DEVELOPMENT
STAFF REPORT

PLANNING COMMISSION PUBLIC HEARING

DATE OF HEARING: January 15, 2009

Revisions to the Town of Purcellville

Land Development and Subdivision Control Ordinance

DECISION DEADLINE: January 18, 2009

ELECTION DISTRICT: Blue Ridge PROJECT PLANNER: Scott Berger

EXECUTIVE SUMMARY

On November 11, 2008, the Town of Purcellville requested that the County review and approve amendments to the Town's Land Development and Subdivision Control Ordinance (LDSCO). Per State Code § 15.2-2248, when a municipality has subdivision control outside their corporate boundary, changes to the subdivision regulations must be reviewed and approved by the County into which subdivision control is extended. Since Purcellville has subdivision control within the Town's UGA/Joint Land Management Area (JLMA), the County must review and either approve or disapprove the amendments proposed.

The substantive subdivision ordinance changes proposed by the Town are as follows:

1. Approval authority of subdivision, construction plan, and site plan applications is shifted from the Town Planning Commission to the Zoning Administrator.
2. Previously, a preliminary plat of subdivision was required. This requirement is removed and only a final subdivision plat is required. Preliminary plats become optional.
3. Revisions include refinements, revisions, and clarifications to final and preliminary plat requirements.

Per State Code § 15.2-2248, the County Planning Commission must approve or disapprove the proposed changes within sixty days of notice, plus a one-week extension granted by the Town to accommodate the Commission's meeting schedule (January 18, 2009) and the County Board of Supervisors must approve or disapprove the proposed changes within ninety days of notice (February 17, 2009).

SUGGESTED MOTIONS

1. I move that the Planning Commission forward the revisions to the Town of Purcellville Land Development and Subdivision Control Ordinance (LDSCO) to the Board of Supervisors with a recommendation of approval based on the findings included in the staff report.

Or

2. I move an alternate motion.

I. FINDINGS

1. The proposed amendments are consistent with the objectives of the Revised General Plan and the Purcellville Urban Growth Area Management Plan.
2. The amendments do not change the goals or strategies of existing policies.

II. REVIEW

A. Background Information

The Purcellville Urban Growth Area Management Plan (PUGAMP) describes the Urban Growth Area (also known as the Joint Land Management Area (JLMA)) as a transitional area between the Town and the rural area that exists outside of the JLMA. The function of the JLMA will also be to complement and enhance the role of Purcellville as a business and social center in western Loudoun. The JLMA contains approximately 3,100 acres (4.7 square miles) of land surrounding the incorporated Town of Purcellville located in western Loudoun County which does not include the 1300 acres of land located within the Town. The Purcellville JLMA is bisected by Route 7 (Business) and is bounded to the north by Route 711, by the Town limits and Route 690 to the west, and extends approximately one-half mile from the corporate limits of the Town to the east and the south. Land outside the corporate limits of the Town are governed by the County's zoning ordinance and developed under the Town's Land Development and Subdivision Control Ordinance.

The current JLMA boundaries were originally adopted in 1991 through a collaborative planning effort between the Town and the County. At that time, the Purcellville Town Council made recommendations for a growth area that was determined to be adequate to accommodate Town growth over a 50-year period (1990 to 2040). Subsequently, the Board of

Supervisors approved the boundaries of the UGA/JLMA in the General Plan: Choices and Changes, which was adopted in September, 1991.

In November 1994, an Annexation Agreement was adopted. The Agreement requires that the Town and County adopt and maintain a plan (PUGAMP) for the UGA/JLMA area to address land use, development densities, transportation, proffer guidelines, and public utilities and facilities.

In 1999, an amendment was approved to the PUGAMP to establish development-phasing guidelines. The Phase I area will accommodate growth for the Town for the next ten years. Future phases are to be identified in subsequent revisions to the PUGAMP. Development within the UGA/JLMA is proposed to be a balanced mix of residential and employment uses to enable the Town to expand its role as the business center of the Rural Policy Area. More recently, CPAM 2008-0002 added Fields Farm to Phase I of the UGA/JLMA.

The Revised General Plan specifies six policies pertaining to the Purcellville JLMA:

1. Development within the JLMA will comply with the Purcellville Urban Growth Area Management Plan as amended. The County will work with Town officials on annexation, development, and other issues within the JLMA.
2. The County encourages a mix of residential and business uses in and around the Town that are compatible in scale with the small-town character of Purcellville.
3. The County will work with the Town to plan for a trail extension to Franklin Park that connects the W&OD Trail with the park.
4. The County will retain the southern circumferential road south of the Town that connects Routes 287 and 690. The southern circumferential road is designated in the Revised Countywide Transportation Plan as a rural collector with limited access.
5. Developments along Route 7 and Route 287 and the Route 7 Bypass will include setbacks, height limitations, and landscaping to preserve town character.
6. The County will encourage the use of frontage roads, coordinated development plans, and other means of minimizing the number of driveways along Route 7 and Route 287.

In accordance with Section II.F.1 and 2 of the Annexation Agreement (Appendix A of PUGAMP), subdivision that occurs outside the Town's

corporate limits but within the JLMA is jointly reviewed by the County's Department of Building and Development and the Town. This portion of the Agreement also establishes the extraterritorial subdivision control within the UGA/JLMA. Application for subdivision is made through the Town and referred by Town Staff to Building and Development. Building and Development Plans Review staff performs an examination of the application strictly for Zoning Ordinance compliance and submits referral comments to the Town. Approval authority for these applications rests solely with the Town unless a portion of the property is outside the UGA/JLMA. If this is the case, both the Town and the County must approve the subdivision application.

B. About the Proposed Amendments

The Town states that the purpose of the proposed amendments is to provide a more efficient review and approval process for land subdivision applications. The Economic Development Implementation Strategy of the 2025 Purcellville Comprehensive Plan states that the Town should "streamline local regulations and procedures to promote efficiency and clearly understood business development process." The Town determined that the current ordinance provides a process that is lengthier than necessary and not compatible with the Town's economic development goals.

In support of its stated goals, the Town proposes several amendments to its Land Development and Subdivision Control Ordinance. First, the Town proposes shifting the approval authority for subdivisions from the Town Planning Commission to the Zoning Administrator. The Town notes that this function is essentially a ministerial and subdivision approvals are more appropriately conducted by the Zoning Administrator. Second, the Town proposes making preliminary plat applications optional and requiring only a subdivision plat.

The proposed amendments also include revisions, refinements, and clarifications to final and preliminary plat requirements. The full text of the amendments is attached. Please note that since State Code §15.2-2248 only requires County review of subdivision regulations, this report is limited in scope to those amendments dealing with subdivision.

C. Overall Analysis

There are no policy issues associated with this proposal, nor are there fiscal impacts on the County. The PUGAMP Annexation Agreement assigns extraterritorial subdivision jurisdiction to the UGA/JLMA but does not stipulate process details such as the ones proposed by these amendments. In addition, the changes proposed to the Purcellville

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Land Development and Subdivision Control Ordinance
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LDSCO will have little or no impact on the County commitments outlined in the PUGAMP Annexation Agreement.

III. CONCLUSION

Staff agrees the amendments will have the desired effect of streamlining the subdivision process and will result in a more efficient, shorter, and less expensive process. In addition, by shifting approval responsibility from the Planning Commission to the Zoning Administrator, the Town's process will closely parallel the County's subdivision review process. Currently, Record plats processed by the County are reviewed by Building and Development Staff and approved by the Director.

Staff also believes that preliminary plats have a value in the review process. They demonstrate that projects are feasible within the constraints of the Zoning Ordinance, Subdivision Ordinance, and the Facilities Standards Manual prior to expense and time needed for final engineering. Preliminary Plats also provide assurance that proffered improvements and conditions can be met. While these aspects are important, Staff understands and respects the Town's commitment to improving their subdivision process.

IV. ATTACHMENTS (All attachments are available electronically from the Department of Building and Development)	PAGE NUMBER
1. Town of Purcellville Ordinance No. 08-07-01	A-1
2. State Code Section 15.2-2248	A-30
3. Letter requesting County review	A-31
4. Map of the Purcellville UGA/JLMA per CPAM 2008-0002	A-32

**TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA**

ORDINANCE NO. 08-07-01

**PRESENTED: July 8, 2008
ADOPTED: July 8, 2008**

AN ORDINANCE: AMENDING THE PURCELLVILLE LAND DEVELOPMENT AND SUBDIVISION CONTROL ORDINANCE TO REPEAL AND REENACT ARTICLES 2 AND 5 AND TO REVISE ARTICLES 4, 6, AND 7 REGARDING SUBDIVISION PLAT AND SITE PLAN REVIEW PROCESSES

WHEREAS, Articles 2, 4, 5, 6, and 7 of the Land Development and Subdivision Control Ordinance pertain to the review of subdivision plats and site plans; and

WHEREAS, the review of subdivision plats and site plans is an essential ministerial function for the development of properties within the Town; and

WHEREAS, the current ordinances provide a process which is more lengthy than necessary and which is not compatible with the Town's economic development goals; and

WHEREAS, the 2025 Purcellville Comprehensive Plan in economic development implementation strategy #3.7 states that the Town should "streamline local regulations and procedures to promote an efficient and clearly understood business development process;" and

WHEREAS, participants in the Development Review Process Summit agreed that the current process could be altered to provide for a more streamlined review of development applications; and

WHEREAS, the Council initiated these changes to the Subdivision Ordinance on April 8, 2008; and

WHEREAS, following the required public notice, the Planning Commission on June 5, 2008 held a public hearing on these amendments; and

WHEREAS, the Planning Commission on June 19, 2008 recommended approval of these ordinance amendments with minor modifications; and

WHEREAS, the Infrastructure Committee on June 23, 2008 recommended approval of these ordinance amendments with minor modifications; and

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WHEREAS, amending the subdivision ordinance to achieve the above state goal is in conformance with the Comprehensive Plan and is in the interest of the public necessity, general welfare and good planning practice;

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF THE TOWN OF PURCELLVILLE THAT THE LAND DEVELOPMENT AND SUBDIVISION CONTROL ORDINANCE OF THE TOWN OF PURCELLVILLE IS HEREBY AMENDED TO REPEAL AND RE-ENACT ARTICLE 2, PREPARATION AND RECORDATION OF PLATS, & ARTICLE 5, SITE PLAN REQUIREMENTS AND PROCEDURES AND TO AMEND ARTICLE 4, PHYSICAL IMPROVEMENTS, ARTICLE 6, ADMINISTRATION AND ENFORCEMENT, & ARTICLE 7, DEFINITIONS, OF THE PURCELLVILLE SUBDIVISION ORDINANCE AS FOLLOWS:

I. Repeal existing Article 2 in its entirety, and Re-enact a revised Article 2, as follows:

ARTICLE II

PREPARATION AND RECORDATION OF PLATS

2.1. PREPARATION OF SUBDIVISION PLAT, FILING AND RECORDATION

The owner of any tract of land in the incorporated area of the Town of Purcellville or in the area of the one (1) mile subdivision jurisdiction, who subdivides the same as herein provided, shall cause a plat of such subdivision to be made in accordance with the regulations set forth in this Ordinance and as set forth in the Code of Virginia Sections 15.2-2240 through 15.2-2276 inclusive and Section 42.1-82 (Virginia Public Records Act). Such subdivision plat shall be submitted to the Administrator for review and appropriate action as set forth in this Ordinance. In the review, and approval where required, the Administrator shall require strict adherence to the provisions of this Ordinance and the Zoning Ordinance. An action rejecting the plat shall be accompanied with a written statement setting forth the reasons for the action. Upon approval of the Final Plat of Subdivision by the Administrator, the plat shall be recorded, as soon as appropriate after the final action of the Administrator, in the Office of the Clerk of Loudoun County, Virginia.

2.2. GENERAL REQUIREMENTS

1. *Source of Title*

Every plat shall be prepared by a surveyor or engineer, duly licensed by the State of Virginia, who shall endorse upon each such plat a certificate signed by him, setting forth the source of title of the land subdivided and the place of record of the last instrument in the chain of title. When the plat is of land acquired from more than one source of title, the outlines of the several tracts shall be indicated on the plat. Nothing herein shall be deemed to prohibit the preparation of preliminary studies, plans or plats of a proposed subdivision by the owner of the land, land planners, architects, landscape architects or others having training or experience in subdivision planning or design.

2. *Owners Statement*

Every such plat or deed of dedication to which the plat is attached, shall contain in addition to the professional engineer's or land surveyors certificate, a statement as follows:

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"The platting or dedication of the following described land (here insert a correct description of the land subdivided) is with the free consent and in accordance with the desire of the undersigned owners, proprietors and trustees, if any.

The statement shall be signed by such persons and duly acknowledged before an officer authorized to take acknowledgments of deeds, and when thus executed and the final plat approved by the Administrator as herein specified, shall be filed and recorded in the Office of the Clerk of the Circuit Court of Loudoun County, and indexed under the names of the landowners signing such statement and under the name of the subdivision.

3. *Reference to Established Controls*

The bearing and coordinate values on all plats shall be referenced to the Virginia State Grid Control Monument for Purcellville. At least three grid tics with coordinate values shall be on all sheets.

2.3. SUBDIVISION PLAT

1. *Submission Requirements*

A complete application for approval of a subdivision plat for a proposed development shall be submitted to the Zoning Administrator as set forth below. A complete application shall include the following:

1. Two copies of the completed site plan application form
2. Twelve copies of the proposed subdivision plat in accordance with the submission requirements set forth in Section 2.4
3. Subdivision Plat review fee
4. One copy of the completed subdivision plat checklist, signed by the engineer/plan designer

2. *Pre-submission Conference:*

A developer or engineer should consult with the Administrator in a pre-submission meeting prior to submitting the plans for review. A fee shall be paid in accordance with the adopted Development Fee Schedule prior to the meeting. The Administrator may, at the pre-submission meeting, review a plan for completeness and offer suggestions however, it is the intent of this conference for the Administrator and the developer or engineer to meet before the design of the plats has been completed so that any issues may be adjusted prior to final engineering and submission.

3. *Submission of Plans Required*

Twelve (12) black-line or blue-line copies of a Subdivision Plat, and all associated documents as set forth in this chapter, shall be submitted with a fee as determined by the Development Fee Schedule to the Administrator for review. This plat shall be prepared by a surveyor or civil engineer, as required by Section 15.2-2262 of the Code of Virginia 1950 as amended. It shall be substantially in accordance with the applicable Ordinances and Codes of the Town of Purcellville. The application shall not be accepted by the Administrator unless it is substantially complete. This shall be primarily determined by the contents of the subdivision plat

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submission checklist which shall be completed, and signed, prior to submission of the Plat. If the checklist has not been completed, the plan shall be immediately rejected.

4. *Compliance with Submission Requirements, Distribution*

Upon receipt of the plats, construction plans and all documents and requirements as specified in this Ordinance, the Administrator shall determine if the plat and associated documents meet the minimum submission requirements. Applications which are deemed incomplete shall not be accepted until deficiencies have been properly addressed. Once certified that the plats are in order, the Administrator shall forward the plat to the appropriate review agencies and the Town consulting engineers for comments and recommendations. The Administrator's determination that a subdivision plat application qualifies to be officially submitted shall not be deemed a determination that the plat meets requirements for approval. Such approval of the subdivision plat shall only be given by the Administrator subject to the standards set forth in this Section after the procedural requirements for review and responsive comment have been met.

In addition to the requirements of Section 2.2 above, such plat shall adhere to the following requirements:

5. *Referral of an Application to Review Agencies:*

Once an application for site plan approval has been submitted and accepted, the Administrator shall forward the plan and related information to the following review agencies as necessary:

- a. The Town Engineer/Department of Public Works,
- b. The consulting Town Engineer (contract engineer)
- c. The Virginia Department of Transportation
- d. Loudoun County Department of Building and Development
- e. Loudoun County Fire and Rescue
- f. Loudoun County Building Official
- g. Loudoun County School Board

6. *Detailed Staff Review of Application:*

The Administrator shall coordinate the review by referral agencies. The Administrator shall report, in writing, those corrections or additions deemed necessary by him and other officials or agencies interested in the application as soon as the comments are available.

7. *Zoning Administrator Action:*

Within sixty (60) days after the official submission of the subdivision plat, the Administrator shall approve such plat, to be evidenced by his signature, provided that the requirements and provisions of all applicable Codes and Ordinances and the provisions of the Facilities Standards Manual, are met. Such approval shall be certified by the Administrator on at least five copies of the drawing. Two duplicate drawings shall be retained by the Department of Planning and Zoning and two copies shall be retained by the Department of Public Works, the others shall then be returned to the Developer for distribution to interested parties.

If such requirements are not met, the Administrator shall not approve such plat. Specific reasons for disapproval shall be set forth in writing and shall identify deficiencies in the plat which cause the

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disapproval by reference to specific duly adopted ordinances, regulations or policies, and shall generally identify modifications or corrections as will permit approval of the plat.

8. *Waiver of Required Action*

The required time for action by the Administrator may be waived for a period agreed to by the Developer and the Town if such waiver is agreed to in writing by the Developer and the Town setting forth the reasons for the waiver and a time frame for action on the subdivision plat.

9. *Recordation of Subdivision Plat.*

Unless a plat is filed for recordation within six months after final approval thereof, such approval shall be withdrawn and the plat marked void and returned to the Administrator; however, in any case where construction of facilities to be dedicated for public use has commenced pursuant to an approved plan or permit with surety approved by the Administrator, or where the developer has furnished surety to the Administrator by certified check, cash escrow, bond, or letter of credit in the amount of the estimated cost of construction of such facilities, the time for plat recordation shall be extended to one year after final approval or to the time limit specified in the surety agreement approved by the Administrator, whichever is greater.

10. *Validity of Subdivision Plat Approval*

After approval of a plat by the Administrator, construction shall begin within five (5) years, or the plat shall be considered void. Construction shall be defined as to include the placing of construction materials in permanent position and fastened in a permanent manner and work carried on diligently. Where excavation or demolition or removal of an existing building has been substantially begun or prior to rebuilding, such excavation or demolition or removal shall be deemed to be actual construction, provided that work shall be carried on diligently. If a developer records a final plat which may be a section of a subdivision as shown on an approved preliminary subdivision plat and furnishes to the Administrator a certified check, cash escrow, bond, or letter of credit in the amount of the estimated cost of construction of the facilities to be dedicated within said section for public use and maintained by the Town, the Commonwealth, or other public agency, the developer shall have the right to record the remaining sections shown on the preliminary subdivision plat for a period of five years from the recordation date of the first section.

11. *Request for the Assignment of Building Numbers*

Prior to approval of the plat and any related performance agreements and surety, the Developer shall submit a request for assignment of building numbers (addresses). Location and building permits shall be issued in accordance with the approved site plan following the assignment of building numbers (addresses).

2.4 SUBMISSION REQUIREMENTS

All subdivision plats shall provide all the information necessary to show conformance with this ordinance. The following standards must be met prior to plat approval.

1. *Minimum Approval Standards*

- a. It shall be drawn to a scale not smaller than one (1) inch to one hundred (100) feet. The plat shall be submitted on sheets eighteen (18) inches by twenty-four (24) inches in size,

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including a margin of one-half (1/2) inch outside ruled border lines. If the subdivision is shown on more than one sheet, the sheet number, total number of sheets and subdivision name shall be shown on each sheet and match lines shall clearly indicate where the several sheets join.

b. It shall contain the following information:

- (1) Name of subdivision, its location (including Town), owner, subdivider, and sources of data used. Subdivision names shall not duplicate nor too closely approximate those of existing subdivisions near Purcellville.
- (2) Scale, Virginia State Grid, North Arrow, key location maps, vicinity map (at a scale of 1"=1000'), Loudoun County tax map and parcel number, deed book and page number or instrument number, date and number of sheets.
- (3) Names of adjoining landowners (including those located across adjoining rights of way), subdivisions, streets, roads, municipalities, tax map and parcel number or other pertinent references.
- (4) Boundary lines of the proposed subdivision (shown by the heavy line), and the acreage therein, all existing property lines within the tract with the names of such owners. Boundaries of the subdivision shall be shown with accurate dimensions and bearings, and the acreage included, also the boundaries and acreage of any separately owned parcels comprising the land being subdivided. Boundary surveys shall close with an error of not more than 1 in 10,000. All dimensions shall be shown in feet and decimals of a foot to the closest one-hundredth of a foot and all bearings in degrees, minutes and seconds to the nearest ten seconds.
- (5) True bearings and distances to the nearest recorded property corners or their monuments
- (6) Exact location of all existing and proposed streets, roads, alleys, or other public spaces and easements within or adjoining the plat, with their names and widths and the lengths and bearings of all tangents, lengths of arcs, radii, internal angles, points of curvature, and any other necessary engineering data.
- (7) Exact location of all existing or proposed utilities, water courses, buildings, wooded areas, and any other significant feature.
- (8) Topographic contours on at least a contour interval of five (5) feet, intervals based on sea-level datum. (Revised 9/14/04)
- (9) Locations, dimensions, and names of all proposed streets, roads, alleys, easements, or other public ways or areas, with grades and profiles if required by the Administrator because of topography.
- (10) Locations and dimensions of proposed lots, building sites, building lines, and easements, with lot and block numbers. Proposed uses of lots shall be indicated, if other than residential, and proposed deed restrictions and covenants shall be outlined.
- (11) Locations and descriptions of proposed utilities, including drainage facilities.
- (12) Accurate locations and descriptions of all monuments
- (13) Accurate location of Town Corporate Line, if within or closely related to the subdivision.

c. It shall provide space for the following, with signatures and dates:

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- i. Statements by the landowner, proprietor or trustee, if any, including dedication of land for public use, with signatures acknowledged, all as required under Section 15.2-2264 of the Code of Virginia 1950 as amended.
 - ii. Certificate by the surveyor or civil engineer.
 - iii. Approval by Administrator and the appropriate agent of another jurisdiction where applicable.
- d. It shall contain or refer to an accompanying summary of the protective covenants, including the following: "Not more than one principal building shall be permitted on any residential lot shown on the plat, and no such lot shall be re-subdivided so as to produce a building site of less area or width than the minimum required herein.
- e. The plat shall contain the following language regarding the availability of water and sewer: "Issuance of zoning permits shall be subject to the availability of water and sanitary sewer connections."
- f. It shall conform in all other respects to the requirements of Article 7, Section 15.2-2240 through 15.2-2276, inclusive, and Section 42.1-82 of the Code of Virginia, 1950 as amended.

2. *Revisions or Resubmissions*

The applicant may revise and resubmit an application and fee for plat review after said plat has been disapproved by the Administrator. The resubmitted plat application shall be reviewed and processed in accordance with the procedures used for the initial plat submission. An applicant may also submit an approved plat for revision with appropriate fee and the revised plat will be reviewed in accordance with the procedures used for the initial review.

2.5. PRELIMINARY PLAT OPTION

1. *Request for Preliminary Plat Option*

The Administrator may, in his/her discretion, permit a developer to submit a preliminary plat. The developer shall request in writing permission from the Administrator to submit a preliminary plat. The request for permission will be accompanied by a statement of justification addressing, among other things, the following criteria: the availability of Town water and sanitary sewer services, the size of the proposed subdivision and the desirability of phasing the development of the proposed subdivision.

2. *Preliminary Plat*

If the Administrator approves the request to submit a preliminary plat for a proposed subdivision, the developer shall make application to the Town by submitting a preliminary plat, completed application form, completed checklist, and the required processing fees to the Administrator. The preliminary plat shall be a boundary survey of the entire property and shall show the following information:

1. Exact location of all existing and proposed streets, roads, alleys, or other public spaces and easements within or adjoining the plat, with their names and widths and the lengths and bearings of all tangents, lengths of arcs, radii, internal angles, points of curvature, and any other necessary engineering data.
2. Exact location of all existing or proposed utilities, water courses, buildings, wooded areas, and any other significant feature.

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3. Topographic contours on at least a contour interval of five (5) feet, intervals based on sea-level datum. (Revised 9/14/04)
4. Locations, dimensions, and names of all proposed streets, roads, alleys, easements, or other public ways or areas, with grades and profiles if required by the Administrator because of topography.
5. All proposed lots within the proposed development and their acreage/square feet

The preliminary plat shall be drawn with heavy solid lines to indicate the boundary of all sections proposed for the overall subdivision. Each section is to be numerically labeled. The Zoning Administrator shall perform a review of the plans to ensure conformance with all applicable standards and criteria, conformance with any proffers and other applicable documents. If the Administrator determines that the preliminary plat is acceptable it shall be referred to the reviewing agencies as set forth in Section 2.3.5.

3. *Detailed Staff Review of Application:*

The Administrator shall coordinate the review by referral agencies. The Administrator shall report, in writing, those corrections or additions deemed necessary by him and other officials or agencies interested in the application as soon as the comments are available.

4. *Zoning Administrator Action*

The Administrator shall act on any proposed preliminary plat within sixty (60) days after the plat has been officially submitted for approval. The Administrator shall either approve or disapprove such plat giving its specific reasons in writing for disapproval. Specific reasons for disapproval may be contained in a separate document or may be written on the plat itself. The reasons for disapproval shall identify the deficiencies in the plat which cause the disapproval by reference to specific duly adopted ordinances, regulations, or policies and shall generally identify such modifications or corrections as may permit approval of the plat. If only minor changes are required, a conditional approval may be granted or an extended time may be given the subdivider for submission of a revised plat. Such approval shall be certified by the Administrator's signature on the plat. One duplicate drawing shall then be returned to the subdivider. Approval of the preliminary plat shall be valid for one (1) year, during which time the final plat may be submitted. Approval of the preliminary plat may, at the discretion of the Administrator, be extended for an additional period of one (1) year upon application for such an extension.

5. *Waiver of Required Action*

The required time for action by the Administrator may be waived for a period agreed to by the Developer and the Town if such waiver is agreed to in writing by the Developer and the Town setting forth the reasons for the waiver and a time frame for action on the preliminary plat.

6. *Partial Plats or Sections.*

A developer with a valid preliminary plat may submit final partial plats or sections to the Town for review in accordance with the approved section plan on the preliminary plat. The final partial plat or section shall be submitted in accordance with Section 2.3 and shall be reviewed in accordance with Section 2.4.

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Detailed construction plans for streets, water and sewer service, landscaping and other infrastructure requirements shall be reviewed and commented on by the Town Engineer, the Director of Public Works, the Department of Planning & Zoning, the Virginia Department of Transportation and Loudoun County Department of Building and Development, as applicable. Once approvals are issued by the appropriate officials of each reviewing agency the section shall be submitted to the Administrator for final review and appropriate action. The Administrator shall take action to approve, approve with modifications or disapprove. The Administrator shall provide a written explanation of a disapproval or approval with modifications.

2.6. CONSTRUCTION PLANS REQUIRED:

Construction plans illustrating the required public service improvements shall be submitted to Zoning Administrator at the time of submission of a subdivision plat or anytime after the approval of a preliminary plat, if applicable. Such drawings shall be referred to the reviewing agencies as noted in Section 2.5.2 above. These construction drawings shall include but not be limited to the following:

- Street plan and profile
- Water line plan and profile
- Sewer line plan and profile including lateral lines
- Erosion control
- Stormwater management
- Landscaping plan
- Typical details

These plans shall be reviewed in conjunction with the plat review and shall be submitted jointly for final approval to the Administrator together with the estimated cost of all public improvements including erosion control, storm water management and landscape design implementation.

These plans shall be prepared in accordance with the Facilities Standards Manual for the Town of Purcellville, applicable VDOT standards and the applicable standards contained in this Ordinance and the Zoning Ordinance for the Town of Purcellville.

2.7. PERFORMANCE BOND

All physical improvements required by this ordinance must be constructed prior to the recordation of the plat, unless the applicant submits a construction agreement, performance bond and surety or a letter of credit as described in Article 4.

The following procedures apply:

- a. Construction drawings for physical improvements must be submitted to the Administrator for approval in accordance with Article 4 of this ordinance.
- b. No improvements shall be constructed until the construction plans have been approved as set forth above.
- c. Prior to the release of the final plat for recordation, the applicant shall have completed all public improvements or have posted a performance bond as required by Article 4.

2.8. CONSTRUCTION PLANS – APPROVAL/DISAPPROVAL

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After receiving comments from the reviewing agencies and the appropriate response from the applicant, the reviewing agencies shall issue a written approval of the plans when all issues are addressed and all ordinance requirements satisfied. The Zoning Administrator shall then approve the plans. The Administrator shall have a period of sixty (60) days from the official submission to act on the construction plans.

The Administrator may act to approve or disapprove the plans, based upon the approvals or disapprovals of the reviewing agencies and any comments or ordinance requirements which remain unaddressed by the applicant. If the Administrator recommends disapproval, a written statement shall accompany the action setting forth the reasons for disapproval. The applicant may modify his plans to meet the objections of the Administrator and resubmit the plans for final action. The Administrator may then approve or disapprove the plans. If the Administrator disapproves the plans, a statement in writing must accompany the disapproval or the reasons may be written on the plan. If significant modifications are required to meet the objections of the Administrator, a resubmission shall commence with a referral to the reviewing agencies as appropriate.

Plan approval shall be contingent upon compliance with all applicable ordinances. Once construction plans are approved, such approval shall be reflected on the cover sheet of the construction plans in the designated approval box with the signature of the mayor and the date of approval.

2.9. APPROVAL – PERIOD FOR WHICH VALID

Construction plan approvals are valid for a period of five years from the date of the approval action of the Administrator. One extension of one (1) year may be granted if conditions have not changed since the original approval. The plans will reflect the extension with the date of action granting the extension.

2.10 BOUNDARY LINE ADJUSTMENTS

1. Boundary line Adjustment - Criteria

The relocation, alteration or adjustment of the boundary line of any lot or parcel of land that is part of an otherwise valid and properly recorded plat of subdivision or resubdivision shall not be considered a subdivision thereof, if such adjustment meets the following criteria:

- a. Such adjustment does not involve the relocation or alteration of streets, alleys, easements for public passage or utilities or other public areas without the express consent of all persons holding any interest therein; and
- b. The plat or deed evidencing such relocation, alteration or adjustment is signed, acknowledged and recorded by the property owners affected thereby as provided in Section 15.2-2264 of the Code of Virginia 1950 as amended.

2. Submission Requirements, Approval

Twelve (12) blue-line or black-line copies of the plat shall be submitted to the Zoning Administrator. Such plat shall show the relocation, alteration and adjustment with a clear delineation of the adjusted lines in bold outline with the former lines in light outline or dotted lines. Upon acceptance of the plat as being in order, the Zoning Administrator shall evaluate the submission on the criteria set forth in section 2.5.1 above. If the submission complies with the criteria as set forth, the Zoning Administrator shall approve the Plat of Boundary Line Adjustment

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and sign and date the plat in the approval box. If the Zoning Administrator disapproves the boundary line adjustment, a statement shall accompany the action of disapproval or the reasons for disapproval can be placed on the plat.

2.11 TRANSFERS, SALES AND ZONING PERMITS

No lot or other portion of a proposed subdivision shall be transferred or offered for sale until a final plat of such subdivision shall have been recorded in accordance with this ordinance, pursuant to Section 15.2-2254 of the Code of Virginia 1950, as amended.

2.12 PLAT VACATION

Any plat of record may be vacated in accordance with the provisions of Section 15.2-2272 of the Code of Virginia 1950, as amended.

2.13 HOLD HARMLESS

On every record plat, the following statement should be included on the Title Page:

Hold Harmless Statement: Approval of this subdivision/site plan does not guarantee provision of water or sewer by the Town of Purcellville.

II. Amend existing Article 4 to delete the strikethrough and add the bold italicized text as follows:

ARTICLE IV PHYSICAL IMPROVEMENTS

The applicant/developer shall submit with the final *set of subdivision record* plats *and/or the final set of site* plans and specifications herein referred to as Construction Plans for all public improvements as required by this ordinance.

4.1. CONSTRUCTION OF IMPROVEMENTS

1. Options for Required Improvements

The applicant/developer shall have the following options for the construction of the required public improvements once the final record plat is approved but prior to recordation.

- a. Install all improvements as required by this ordinance and specified in the construction drawings.
- b. Post an agreement and a performance bond with the Town to guarantee the installation of all improvements as specified in the construction drawings. The performance bond may be one of the following:
 - A letter of credit from a recognized financial institution.
 - A surety bond underwritten by a company approved in the State of Virginia.
 - A cash deposit.
 - Any other device approved by the Town Attorney.

2. Agreement and Performance Bond Approval Required

The agreement and performance bond shall be approved by the Town Attorney as to form and content.

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3. *Authorization ~~to of Record Final~~ Subdivision Plat or Site Plan*

Upon approval of the agreement and performance bond by the Town Attorney, the Zoning Administrator/~~Town Planner~~ shall *authorize by his signature* release the final record plat for recordation by the applicant/developer *or shall authorize by his signature the approval of the Site Plan.*

4.2 **BONDING POLICY (portions omitted, no changes proposed 4.2.2)**

1. *Purpose*

To obtain an acceptable guarantee of performance to assure the timely construction and completion of public and other physical improvements in accordance with the approved construction plans, Town Facilities Standards Manual and applicable state code requirements. This policy may be amended from time to time by resolution of the Town Council. The Town is authorized to require bonds in conjunction with subdivision/site plan approval or any other review procedure requiring the approval of the Town Council pursuant to Sections ~~15.1-466~~ **15.2-2241-15.22246**, ~~15.1-491~~ **15.2-2286-15.2-2288**, **15.2-2203**, ~~15.1-491.3~~ **15.2-2299** and ~~15.1-495~~ **15.2-2309** of the Code of Virginia 1950, as amended.

4.3 **FORMS OF GUARANTEE (omitted, no changes proposed)**

4.4 **IMPROVEMENTS REQUIRED**

Such required improvements shall include the following:

1. *Monuments*

Monuments shall be located at all corners, angles and points of curvature in the subdivision boundaries, in the right-of-way lines of all streets and other public areas within the subdivision, and in at least two points on each block. Such monuments shall be 4 inches in diameter and 2 feet in length, set in concrete with the top not less than 1 inch nor more than 4 inches above the finished grade. An iron pipe shall be set at the corners of each lot.

2. *Street Improvements*

Street improvements shall be required on any street not already in the State System of highways (primary and secondary), sufficient to qualify such street for acceptance into the State System.

3. *Sidewalks*

Sidewalks shall be required on both sides of each street, whether in the State System or not, composed of concrete or brick not less 4 feet wide and shall be installed according to the specifications set forth the Facilities Standards Manual for the Town, except where trails are provided along streets already within the State System, the composition may be asphalt as specified in the Facilities Standards Manual. Sidewalks shall only be required on one side of the street if the developer does not own or is not developing the opposite side of the street. This does not relieve the developer of the requirement of placing a sidewalk on property that he controls.

4. *Drainage Features*

Drains, culverts, curbs, gutters, ditches, catch basins or any other facility designed for proper drainage and disposal of surface waters shall be approved by the Town Engineer in consultation with the Resident Engineer of the Virginia Department of Transportation.

5. *Street Signs*

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Street signs, of an appropriate design approved by the Town Engineer shall be located at all street intersections.

6. *House Numbers (buildings)*

Numbers of a minimum height of 4 inches shall be assigned and placed on all structures and houses in accordance with the provisions of the Facilities Standards Manual.

7. *Street Lights*

Street lights shall be installed in accordance with the specifications of the Facilities Standards Manual, the Virginia Department of Transportation and the Virginia Power Company once approved by the ~~Administrator Planning Commission~~.

8. *Water Supply*

Water supply and distribution facilities, including fire hydrants, as approved by the ~~Planning Commission~~ ~~Administrator~~ shall be installed in accordance with the specification of the Facilities Standards Manual. Fire hydrants shall be installed in accordance with the Loudoun County Fire and Rescue standards (approximately one hydrant every 300 feet).

9. *Sewage Disposal*

Sewers and sewage disposal facilities shall be provided as required by Facilities Standards Manual after approval by the ~~Administrator Planning Commission~~. No on-site disposal shall be permitted *within the corporate limits of the Town. On site sewage disposal within the Purcellville Joint Land Management Area (JLMA) shall comply with the Purcellville Urban Growth Area Management Plan (PUGAMP).*

4.5 ROAD AND OTHER IMPROVEMENTS

1. *Road Improvements*

Whenever the need for reasonable and necessary road improvements on roads located outside the property limits of the land owned or controlled by a developer is substantially generated or reasonably required by construction or improvement of the developer's subdivision or other development project(s), the Developer may provide the funds for such off-site road improvements. In the event a developer provides funding for off-site road improvements, the Town may agree to reimburse the developer in accordance with and pursuant to the provisions of Section ~~15.1-466(E)~~ **15.2-2241 through 15.2-2246** of the Code of Virginia, 1950, as amended.

2. *Water, Sewer and Other Improvements*

Whenever reasonable and necessary sanitary sewer, storm sewer, water and other drainage facilities located outside the property limits of the land owned or controlled by a developer are necessitated or required, at least in part, by the construction or improvement of such developers subdivision or other development project(s), the Town may require the Developer to pay a pro rata share of the cost of constructing such facilities, pursuant to and in accordance with the provisions of Section ~~15.1-466(A)(i)~~ **15.2-2241 through 15.2-2246** of the Code of Virginia 1950, as amended.

4.6 PLANS AND APPROVALS

1. *Submission of Plans for Approval*

Plans and specifications for all improvements, whether to be constructed before or after approval of a ~~final~~ plat *or site plan*, shall be submitted to the ~~Planning Commission~~ **Department of Planning and Zoning** for review and approval.

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2. *Required Review*

Prior to ~~their~~ review and approval by the ***Zoning Administrator*** ~~Planning Commission~~, all such plans and specifications shall first be reviewed and ***a recommendation for approval or denial issued*** ~~commented on~~ by those agencies and parties designated by the Town to perform such review. ***These agencies include but are not limited to:*** ~~including~~ the Virginia Department of Transportation, Loudoun County, the Town's consulting engineers and the Town staff.

3. *Final Inspection*

All improvements shall be subject to final inspection and approval by a duly designated representative of the Town. Upon such approval, the developer shall convey all improvements to the Town of Purcellville, in fee simple, before release of any performance bond, surety, cash or letter of credit. Absent a Town of Purcellville inspection, the developer must submit evidence of construction meeting Town approved standards.

III. **Repeal existing Article 5 in its entirety, and Re-enact a revised Article 5, as follows:**

ARTICLE V
SITE PLAN REQUIREMENTS AND PROCEDURES

5.1 **SITE PLAN REGULATIONS**

1. *Site Plan Required*

A. Any developer of any tract of land in the Town shall submit a site plan for the following uses, unless granted a waiver in accordance with section 5.1.B below:

- a. All uses in the commercial districts
- b. All uses in the industrial districts.
- c. All single-family attached (townhouse) residential uses.
- d. All Planned Housing Developments.
- e. All uses permitted under a Special Use Permit.
- f. Any development in which any required off-street parking space is to be used by more than one establishment.
- g. When an alteration or modification is proposed to the site improvements or design of a previously approved site development plan.
- h. When an existing residential structure is converted to a commercial use or a commercial freestanding structure previously vacated is to be occupied by another commercial use.
- i. All public buildings and institutions.
- j. All buildings and uses subject to a Commission Permit under Section 15.2-2232 of the Code of Virginia 1950 as amended.
- k. Any use noted as subject to site plan review in the Zoning Ordinance

B. Site Plan Waiver: Unless otherwise required by proffered conditions or development conditions of an approved rezoning, special use permit, special exception or variance, the following uses shall be eligible for a waiver from the requirement to provide a site plan or a

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minor site plan. Such uses, however, shall still be subject to all other applicable provisions of this Ordinance, the Facilities Standards Manual and the Town Code.

- a. Agriculture and agricultural structures including farm stands.
- b. Accessory uses and structures such as statues, flagpoles, fences and walls; additions of ornamental features such as bay windows, chimneys, awnings, canopies or other facade improvements; and accessory storage structures for recycling or waste disposal.
- c. In existing open space areas or public parkland, recreational amenities which do not exceed a total of 2500 square feet of disturbed area, such as gazebos, benches and playground equipment; provided however, that this shall not include features such as swimming pools, paved tennis or play courts.
- d. Accessory service uses and changes in use to a use which has the same or lesser parking requirement than the previous use, this shall also be applied to uses approved under a special use permit.
- e. Signs.
- f. Home occupation uses
- g. Bus shelters.
- h. Additions and alterations to commercial or industrial uses provided that the addition/alteration does not exceed 500 square feet.
- i. Any use which does not require a Loudoun County Building Permit.

5.2 CONSTRUCTION, EROSION AND DRAINAGE CONTROL PLANS

1. Submission of Plans Required

Following action on a site plan and concurrent with the submission of the site plan, the Developer shall submit sixteen (16) copies of the Construction, Erosion and Drainage Control Plans.

2. Distribution for Review

Copies shall be submitted to the Administrator, who in turn shall distribute to all appropriate agencies for review.

5.3 SITE PLAN

A complete application for approval of a Site Plan for a proposed development shall be submitted to the Zoning Administrator as set forth below. A complete application shall include the following:

1. Two copies of the completed site plan application form
2. Twelve copies of the proposed site plan in accordance with the submission requirements set forth in Section 5.4
3. Site plan review fee
4. One copy of the completed site plan checklist, signed by the engineer/plan designer

1. Pre-submission Conference:

A developer or engineer should consult with the Administrator in a pre-submission meeting prior to submitting the plans for review. A fee shall be paid in accordance with the adopted

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Development Fee Schedule prior to the meeting. The Administrator may, at the pre-submission meeting, review a plan for completeness and offer suggestions however, it is the intent of this conference for the Administrator and the developer or engineer to meet before the design of the plan has been completed so that any issues may be adjusted prior to final engineering and submission.

2. *Submission of Plans Required*

The Developer shall submit twelve (12) copies of the site plan to the Administrator for review along with all other documents specified in this Ordinance. The application shall not be accepted by the Administrator unless it is substantially complete. This shall be primarily determined by the contents of the site plan submission checklist which shall be completed, and signed, prior to submission of the Plan. If the checklist has not been completed, the plan shall be immediately rejected.

3. *Compliance with Submission Requirements, Distribution*

Upon receipt of the site plans, construction plans and all documents and requirements as specified in this Ordinance, the Administrator or agents thereof shall determine if the site plan and associated documents meets the minimum submission requirements. Applications which are deemed incomplete shall not be accepted until deficiencies have been properly addressed. The Administrator's determination that a site plan application qualifies to be officially submitted shall not be deemed a determination that the plan meets requirements for approval. Such approval of the site plan shall only be given by the Administrator subject to the standards set forth in this Section after the procedural requirements for review and responsive comment have been met.

4. *Referral of an Application to Review Agencies:*

Once an application for site plan approval has been submitted and accepted, the Administrator shall forward the plan and related information to the following review agencies as necessary:

- g. Department of Public Works,
- h. The consulting Town Engineer (contract engineer)
- i. The Virginia Department of Transportation
- j. Loudoun County Department of Building and Development
- k. Loudoun County Fire and Rescue
- l. Loudoun County School Board (residential only)

5. *Detailed Staff Review of Application:*

The Administrator shall coordinate the review by referral agencies. The Administrator shall report, in writing, those corrections or additions deemed necessary by him and other officials or agencies interested in the application as soon as the comments are available.

6. *Review Period Without State Agency Referral*

If the Administrator determines that there is not a need to distribute the site plan to a state agency for its review, the review by the agencies to whom the plan was referred shall be completed and returned to the Administrator within thirty (30) days after the date on which the site plan was officially submitted. If an agency cannot respond within this thirty (30) day period, the agency shall so inform the Administrator, in writing, stating the reason for the delay and the expected date of the reply.

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7. *Review Period With State Agency Referral*

If the Administrator determines that the site plan requires the review of a state agency, the review by such state agency shall be completed and returned to the Administrator within forty-five (45) days after the date on which the site plan was officially submitted. If the agency cannot respond within this forty-five (45) day period, the agency shall so inform the Administrator, in writing, stating the reason for the delay and the expected date of the reply.

8. *Zoning Administrator Action:*

Within sixty (60) days after the official submission of the site plan, the Administrator shall approve such site plan, to be evidenced by his signature on the site plan, provided that the requirements and provisions of all applicable Codes and Ordinances and the provisions of the Facilities Standards Manual, are met. Such approval shall be certified by the Administrator on at least five copies of the drawing. Two duplicate drawings shall be retained by the Department of Planning and Zoning and two copies shall be retained by the Department of Public Works, the others shall then be returned to the Developer for distribution to interested parties.

If such requirements are not met, the Administrator shall not approve such site plan. Specific reasons for disapproval shall be set forth in writing and shall identify deficiencies in the Plan which cause the disapproval by reference to specific duly adopted ordinances, regulations or policies, and shall generally identify modifications or corrections as will permit approval of the plan.

9. *Waiver of Required Action*

The required time for action by the Administrator may be waived for a period agreed to by the Developer and the Town if such waiver is agreed to in writing by the Developer and the Town setting forth the reasons for the waiver and a time frame for action on the site plan.

10. *Validity of Site Plan Approval*

After approval of a site plan, construction shall begin within five (5) years, or the site plan shall be considered void. Construction shall be defined as to include the placing of construction materials in permanent position and fastened in a permanent manner and work carried on diligently. Where excavation or demolition or removal of an existing building has been substantially begun or prior to rebuilding, such excavation or demolition or removal shall be deemed to be actual construction, provided that work shall be carried on diligently.

11. *Request for the Assignment of Building Numbers*

Prior to approval of the site plan and any related performance agreements and surety, the Developer shall submit a request for assignment of building numbers (addresses). Location and building permits shall be issued in accordance with the approved site plan following the assignment of building numbers (addresses).

5.4 SITE PLAN SUBMISSION REQUIREMENTS

All site plans shall provide all the information necessary to show conformance with this ordinance. The following standards must be met prior to plat approval.

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1. *Minimum Approval Standards*

The site plan shall be clearly and legibly drawn on numbered sheets 24" x 36" in size and shall include the following:

- a. Cover sheet showing vicinity map, development name, cost estimates, proposed use of the property, names and addresses of the owner of record and the developer, names and addresses, signature and registration of the engineer or surveyor preparing the plan and the required signature approval blocks.
- b. General information including deed reference, tax map and parcel number, date plan was drawn and dates of any revision, vicinity map at a scale of 1" = 1,000' and existing zoning, boundary survey with an error of closure of not less than one in ten thousand, location and widths of existing rights-of-way, roadways, buildings, watercourses, existing utilities, culverts and drainage outlets, and easements.
- c. Names of all owners of record of abutting properties, zone and use of all abutting properties.
- d. A statement of any proffers, variances, waivers, conditions or prior subdivision granted, including any conditions resulting from any of such actions.
- e. Zoning requirements including the district, as well as the required and proposed minimum lot size, floor area in square feet, maximum and proposed building coverage expressed as floor area ratio (FAR), maximum and proposed building height, open space in square feet, open space ratio, required and proposed building setback (restriction) lines for front, rear and sides, parking and setback lines and number of proposed and required parking spaces.
- f. Location of the 100 year floodplain as shown on the most recent Federal Emergency Management Agency (FEMA) maps or the Floodplain Map of Loudoun County and all overland watercourses and drainage structures within the proposed development or within 200 feet of the development.
- g. Location and dimension of existing driveways and access points to the site and within 200 feet of the site
- h. Layout and details of all proposed buildings, parking spaces, areas of ingress/egress, right of ways/streets, easements, sidewalks, sanitary sewer, storm sewers, water mains, curbs and gutter, including connections to existing water mains, sanitary sewer mains and storm drainage structures
- i. Street and utility improvement plans shall consist of plan and profile drawn to a scale of not less than 1" = 50' horizontally and 1" = 5' vertically. The plan view of streets shall include the location of all streets, lots, storm drainage, sanitary sewerage and water distribution systems.
- j. Details of standard street sections and miscellaneous construction items, including street name signs and street lighting, shall appear on the sheets as well as any construction notes pertaining to the proposed improvements.
- k. Grading and drainage plans drawn at a scale of not less 1" = 50' showing the proposed street and lot layout including dimensions. The existing topography shall be shown at not less than a two foot contour interval. Proposed grading shall be shown by proposed contour lines. In addition, proposed elevations of the finished grade shall be shown at all building corners, high points and low points, and all other appropriate locations necessary to accurately define the finished grade. Storm drainage pipes and structures with sizes and elevations shall be shown on the plans. Two benchmarks shall be indicated on the plans.

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- l. Water, sanitary sewer and storm drainage calculations, with a statement of the basis of design of design and drainage area map showing individual and cumulative drainage areas tributary to each point of concentration shall be included.
- m. Location, type and dimensions of vehicular ingress and egress to the site, including sight distance at all entrances shall be included.
- n. Location, type, size and height of all fencing, screening and retaining wall shall be included with all necessary details for construction.
- o. All off-street parking and parking bays, indicating the type of surfacing, size and angle of stalls, widths of aisles and a specific schedule showing the number of parking spaces provided and the number required according to the applicable Zoning Ordinance provisions.
- p. The number of floors, floor area ratio (FAR), height, exterior dimensions, location and proposed use of each building and location of building ingress and egress shall be indicated.
- q. Erosion and sediment control plans including all necessary measures and specifications so as to comply with the requirements of the Virginia Erosion and Sediment Control Handbook.
- r. A soils overlay map at a scale of not less than 1" = 200' with accompanying narrative
- s. A landscape plan showing the location and type of all existing trees, identifying trees to be retained and those to be removed, and showing the location, type, number and size of all proposed plant material.
- t. A plan for the symmetrical transition at intersections with existing streets and road edges.
- u. A Type II geotechnical report shall be submitted with all site plans. The report shall be prepared under the direction of and certified by a professional engineer licensed in the Commonwealth of Virginia with experience in geotechnical engineering. The report shall meet all the requirements for a Type II report as specified in the Town of Purcellville Facilities Standards Manual.
- v. When the site plan is in response to a special use permit, a traffic impact analysis shall be required prior to final site plan approval, unless waived by the Director of Public Works during the approval of the special use permit.
- w. Average Daily Trip (ADT) calculations for the current use and the proposed use.

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2. *Roadways, Sidewalks, Storm Drainage Designed to Standards*

Roadways, sidewalks, storm drainage, curb and gutter shall be designed and constructed in accordance with the standards as prescribed by the Town of Purcellville's Facilities Standards Manual and the specifications of the Virginia Department of Transportation.

3. *Water Systems Designed to Standards*

Water systems shall be designed and constructed in accordance with the Town of Purcellville's Facilities Standards Manual and all applicable Virginia Department of Health regulations.

4. *Sanitary Sewer Systems Designed to Standards*

Sanitary sewers shall be designed and installed in accordance with the Town of Purcellville's Facilities Standards Manual and all applicable Virginia Department of Health regulations.

5. *Accompanying Documents*

If applicable, an unexecuted copy of the following documents, with a notarized statement of authenticity for each, shall be submitted:

- a. Proposed deed of dedication.
- b. Proposed road maintenance agreement if applicable.
- c. Proposed protective or restrictive covenants.
- d. Where land is to be dedicated to and held by a lot owner's (homeowners) association or similar organization, bylaws and other organizational documents shall be submitted for review.

6. *Items to Accompany Initial Submission*

The following items shall accompany the initial submission of the site plan:

- a. For applicable residential and commercial construction, a certificate from the Town Clerk or Town Treasurer confirming that the applicant has purchased the necessary water and sanitary sewer availability and connection fees, and that any monthly minimum charges are paid in full and any outstanding taxes have been paid and that the Town has approved the additional connections.
- b. A check payable to the Town of Purcellville for the required fees and other charges as may be applicable.

5.5 MINOR REVISIONS TO APPROVED SITE PLANS.

- a. The developer shall submit paper copies of the amended site plan to the Administrator for staff review along with all other documents specified in this Ordinance and the Facilities Standards Manual. The Administrator may waive minimum submission requirements specified in this Ordinance provided that waiving said requirements is not detrimental to the applicant or the Town. The Administrator may require a greater or fewer numbers of copies of the amended site plan as it determines to be appropriate.

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- b. Upon receipt of the amended site plans, and all documents and requirements specified in this Ordinance and the Facilities Standards Manual, the Administrator shall determine whether the amended site plan and documents comply with all applicable rules and regulations as specified above. If all plans and documents are in order, the amended site plan shall be deemed to be officially submitted, and the date of such official submittal shall establish the filing date. The Administrator's determination that an amended site plan application qualifies to be officially submitted shall not be deemed approval, which approval may only be given subject to the standards set forth in this Section after the procedural requirements for review and responsive comments have been met.
- c. Once an application for an amended site plan approval has been submitted, any site plan application submitted thereafter for the same property while the initial application is still pending shall be deemed withdrawal of the initial application.
- d. Within thirty (30) days after official submittal of the amended site plan, the Administrator shall approve such plan to be evidenced by his signature on the amended site plan, provided that the requirements and provisions of this Ordinance, the Facilities Standards Manual, and all other applicable ordinances have been met. If such requirements are not met, the Administrator shall not approve such amended site plan. Specific reasons for disapproval shall be set forth in writing and shall identify deficiencies in the plan which cause the disapproval by reference to specific duly adopted ordinances, regulations or policies, and shall generally identify such modifications or corrections as will permit approval of the plan. Nothing herein shall be interpreted so as to preclude the filing of a new amended site plan for the same development or property if no such appeal is pending.
- e. If the amended site plan proposes alteration of an existing structure, construction shall begin within one (1) year or the amendment to the site plan is void. If the amended site plan proposes to amend a currently valid approved site plan which construction has not yet been completed, the validity of the amended site plan shall be for the same period of time as the originally approved plan. The approved site plan amendment shall be deemed to merge with the original approved site plan, and that plan as amended shall be deemed the site plan, and shall be subject to the provisions of this Ordinance. "Construction" shall be defined as to include the placing of construction and materials in permanent position and fastened in a permanent manner and work carried on diligently. Where excavation or demolition or removal of an existing building has begun prior to rebuilding, such excavation or demolition or removal shall be deemed to be actual construction, provided that the work shall be carried on diligently.
- f. Prior to the approval of the site plan amendment and any related performance agreements and surety, the developer shall submit a request for assignment of addresses as specified above, if applicable.

5.6. MINOR SITE PLAN.

Where Site Plans are required under by this article, the Administrator may determine that the purposes of this ordinance and the public interest can be served by submission and approval of a minor site plan. Any project with less than 5,000 sq. ft. of land disturbance will be

AN ORDINANCE:

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authorized for minor site plan approval unless it involves extensive or unusual engineering, as determined by the Administrator.

1. Application for a Minor Site Plan

In cases where the Administrator approves submission of a minor site plan, the following application process shall be required.

- a. A pre-application meeting between the applicant and the staff of the Department of Planning & Zoning shall be held.
- b. The applicant shall present at the pre-application meeting a sketch site plan showing:
 - i. Boundary lines of subject property;
 - ii. General layout design of proposed development on a scale not smaller than one (1) inch equals fifty (50);
 - iii. General parking, open space, and landscape layout;
 - iv. Building setback lines; and
 - v. Zoning on subject and adjacent parcels.
- c. Following the pre-application meeting, a minor site plan may be submitted to The Department of Planning & Zoning at any time. An application for minor site plan shall be accompanied by:
 1. The required fee
 2. The minor site plan checklist
 3. Two copies of the minor site plan application and
 4. Six copies of the site plan.
- d. The minor site plan shall meet the following requirements and contain the following information unless waived or modified by the Administrator:
 - A. The boundary survey of the tract or site plan limit, north arrow, date, number of sheets.
 - B. The owner's name and address and the place of record of the last instrument in the chain of title (including deed book and page number).
 - C. Existing and proposed easements, their names, numbers and width, existing and proposed utilities of all types, water courses and their names, owner, zoning and present use of adjoining tracts.
 - D. Location, type and size of ingress and egress of the site.
 - E. Location, type, size and height of all fencing, screening and retaining walls where required under the provisions of applicable ordinances.
 - F. All off-street parking and parking bays, loading spaces and walkways indicating type of surfacing, size, angle of stalls, width of aisles and a specific schedule showing the number of parking spaces provided and the number required in accordance with this Ordinance. All spaces shall have adequate space for moving and turning.
 - G. Number of floors, floor area, height and location of each building, and proposed general use for each building – if single family detached or multi-family, the number, size and type of dwelling units shall be shown.
 - H. Front elevations shall be shown to scale or other information sufficient to document proposed height of buildings.

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- I. Existing and proposed water and sanitary sewer facilities indicating all pipe sizes, types and grades and where connection is to be made to an existing or a proposed central water and sewer system.
- J. Adequate provision for the disposition of natural and storm water with respect to quality and quantity, where disturbance exceeds 3,000 square feet.
- K. Provision and schedule for the adequate control of erosion and sedimentation indicating proposed temporary and permanent control practices and measures which shall be implemented during all phases of clearing, grading and construction, where disturbance exceeds 3,000 square feet.
- L. Existing topography accurately shown with a maximum of two (2) foot contour intervals at a scale of not less than fifty (50) feet to the inch.
- M. Proposed finished grading by contour supplemented where necessary by spot elevations.
- N. All horizontal dimensions shown on the site development plan shall be in feet and decimals of a foot to the closest to one hundredth of a foot, and all bearings in degrees, minutes and seconds to the nearest ten seconds.
- O. A landscape design plan, if required by the Administrator.
- P. Site plans for the expansion of an existing use on the same lot or onto an adjacent lot will show all existing facilities as well as those proposed.
- Q. The minor site plan shall be prepared to the scale of one (1) inch equals fifty (50) feet or larger; no sheet shall exceed forty-two (42) inches in size.
- R. Profiles shall be submitted for all sanitary and storm sewers, streets and curbs adjacent thereto, and other utilities, and shall be submitted on standard federal aid plan and profile sheets. Special studies as required may be submitted on standard cross section paper and shall have a scale of one (1) inch equals fifty (50) feet horizontally and one (1) inch equals five (5) feet vertically. No sheet size shall exceed forty-two (42) inches. Required floodplain limit studies be shown on profile sheets with reference to properties affected and centerline of stream.
- S. The site plan or any portion thereof, involving engineering, architecture, city planning, urban design, landscape architecture or land surveying, shall be prepared by persons qualified to do such work.
- T. Approval block on cover sheet for approving authority

2. Review of Minor Site Plan

Upon receipt of a minor site plan application the Administrator or his designated agents shall determine if the application materials meet the submission requirements. The Administrator's determination that a site plan application qualifies to be officially submitted shall not be deemed a determination that the plan meets requirements for approval. Such approval of the site plan shall only be given by the Administrator subject to the standards set forth in this Section after the procedural requirements for review and responsive comment have been met. In reviewing the minor site plan, the Administrator may seek the advice, recommendation, or approval, as he deems necessary, of any Town, Loudoun County, or Commonwealth of Virginia agency or official.

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3. Approval of Minor Site Plan.

The Administrator shall have twenty-one working days from the date of official filing to approve, or deny the minor site plan. If the minor site plan is denied, reasons for denial shall be set forth in writing.

5.7. PRELIMINARY SITE PLAN OPTION

1. Request for Preliminary Plan Option

The Administrator may, in his/her discretion, permit a developer to submit a preliminary site plan. The developer shall request in writing permission from the Administrator to submit a preliminary site plan for review. The request for permission will be accompanied by a statement of justification addressing, among other things, the availability of Town water and sanitary sewer services, the size of the proposed development, and the desirability of phasing the proposed development.

2. Preliminary Plan

If the Administrator approves the request to submit a preliminary site plan, the developer shall make application to the Town by submitting a preliminary site plan, completed application and checklist, and the required processing fees to the Administrator. The preliminary plan shall be a boundary survey of the entire property and shall show the following information:

1. Exact location of all existing and proposed streets, roads, alleys, or other public spaces and easements within or adjoining the property, with their names and widths and the lengths and bearings of all tangents, lengths of arcs, radii, internal angles, points of curvature, and any other necessary engineering data.
2. Exact location of all existing or proposed utilities, water courses, buildings, wooded areas, and any other significant feature.
3. Topographic contours on at least a contour interval of five (5) feet, intervals based on sea-level datum. (Revised 9/14/04)
4. Locations, dimensions, and names of all proposed streets, roads, alleys, easements, or other public ways or areas, with grades and profiles if required by the Administrator because of topography.
5. The general locations of all buildings, parking lots, open spaces, landscaped area, buffers, and driving aisles.
6. The general proposed uses for the intended buildings within the development.

The preliminary plan shall show with heavy solid lines drawn to indicate the boundary of all sections proposed for the overall development. Each section is to be numerically labeled. The Administrator shall perform a review of the plans to ensure conformance with all applicable standards and criteria, conformance with any proffers and other applicable documents. If the Administrator determines that the preliminary site plan is acceptable it shall be referred to the reviewing agencies as set forth in Section 5.3.4.

3. Detailed Staff Review of Application:

The Administrator shall coordinate the review by referral agencies. The Administrator shall report, in writing, those corrections or additions deemed necessary by him and other officials or agencies interested in the application as soon as the comments are available.

4. *Review Period Without State Agency Referral*

If the Administrator determines that there is not a need to distribute the site plan to a state agency for its review, the review by the agencies to whom the plan was referred shall be completed and returned to the Administrator within thirty (30) days after the date on which the site plan was officially submitted. If an agency cannot respond within this thirty (30) day period, the agency shall so inform the Administrator, in writing, stating the reason for the delay and the expected date of the reply.

5. *Review Period With State Agency Referral*

If the Administrator determines that the site plan requires the review of a state agency, the review by such state agency shall be completed and returned to the Administrator within forty-five (45) days after the date on which the site plan was officially submitted. If the agency cannot respond within this forty-five (45) day period, the agency shall so inform the Administrator, in writing, stating the reason for the delay and the expected date of the reply.

6. *Zoning Administrator Required to Act*

The Administrator shall act on any proposed preliminary site plan within ninety (90) days after the date on which the preliminary site plan was officially submitted, except that the Administrator shall act within sixty (60) days after the official submittal of any proposed preliminary site plan that did not, in the discretion of the Administrator, need to be distributed to a state agency for its approval, by either approving or disapproving such plan in writing, and giving with the letter specific reasons therefore. Specific reasons for disapproval may be contained in a separate document or may be written on the plan itself. The reasons for disapproval by reference to specific duly adopted ordinances, regulations or policies and shall generally identify such modifications or corrections as will permit approval of the plan. Such approval shall be certified in writing by the Administrator on two blue-line or blackline sets of the plan. One set shall be returned to the Developer.

7. *Waiver of Required Action*

The required time for action by the Administrator may be waived for a period agreed to by the Developer and the Town if such waiver is agreed to in writing by the Developer and the Town setting forth the reasons for the waiver and a time frame for action on the preliminary site plan.

8. *Period for Which Preliminary Site Plan is Valid*

After approval of a preliminary site plan, a final site plan application may be accepted within one (1) year after the date of such action. If a final site plan application is not submitted within such time, approval or conditional approval of the preliminary site plan shall become void. If only minor changes are required, a conditional approval may be granted or an extended time may be given the subdivider for submission of a revised plan. Such approval shall be certified by the Administrator's signature on the plan.

9. *Location Permit Not to be Issued*

No location permit shall be issued on the basis of an approved preliminary site plan.

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10. *Partial Plans or Sections*

A developer with a valid preliminary plan may submit final partial plans or sections to the Town for review in accordance with Section 5.4. The final plan sections shall be reviewed in accordance with Section 5.3.

11. *Final Site Plan Approval not Obligated by Preliminary Approval*

Approval or conditional approval of the preliminary site plan shall not obligate the Administrator to approve the final site plan.

IV. **Amend existing Article 6 to delete the strikethrough and add the bold italicized text as follows:**

**ARTICLE VI
ADMINISTRATION AND ENFORCEMENT**

6.1 ADMINISTRATION

1. *Authority to Administer*

The ~~Planning Commission~~ **Administrator** is hereby authorized and directed to administer this Ordinance. In so acting, the ~~Commission~~ **Administrator** shall be considered the agent of the governing body and ***shall be responsible for*** approval or disapproval of plan applications as though it were given by the governing body. ~~The Zoning Administrator, as an agent of the Planning Commission, shall administer and enforce the provisions of this ordinance.~~ The Zoning Administrator shall have authority in the name of the Town of Purcellville to invoke any legal measures necessary to prevent, restrain, correct, to abate any violation or attempted violation of any of the provisions of the regulations contained herein. ~~, provided, however, that the Zoning Administrator may not act for the Commission in approving or disapproving any preliminary plat or final plat.~~

6.2 FEES

1. *Authority to Charge Fees for the Review of Applications*

The Town may charge fees for processing and reviewing ***any plats or site plans and for the inspection of facilities required to be installed in accordance with Section 15.2-2241 of the Code of Virginia, as amended.*** ~~any application requiring the approval of the Town Council or the Planning Commission.~~ The fees charged shall be consistent with the costs of the Town to process, administer and to inspect the work on site so as to ensure compliance with all applicable codes and regulations. The fees established for these services are set separately by Council action with service fees for other applications and by reference are made a part of this ordinance.

2. *Fees to be Determined*

For engineering, legal and planning consultant fees incurred by the Town in connection with the processing, review and inspection of plats, plans, construction drawings, site development plans, ~~location permits, rezoning applications, zoning permits,~~ specifications, establishment of grades, construction improvements, agreements for construction improvements, bond documents, revisions and the addressing of specific questions, a fee equal to the actual cost incurred by the Town shall be charged. The cost of such engineering, legal, inspection and planning services shall be estimated in advance and a deposit equal thereto paid prior to the Town processing the plans for review. Prior to

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approval of any plans by the Town or permits being approved, the actual cost of review including legal and inspections shall be determined and, if in excess of the amount deposited, such excess shall be paid. Any deposit in excess of the actual cost shall be refunded to the applicant.

3. *Fees Due From Prior Review*

All expenses incurred from the review of a prior application for the same project or an adjoining project including plats, plans, construction drawings, development plans, location permits, rezoning applications, zoning permits, inspections, drafting and review of documents including bonding agreements, response to specific questions and revisions, shall be paid before any new plats, plans, permits, inspections, agreements or bonds are reviewed by the Town.

4. *Review After Approval*

Any plat or plan that is revised after *it has been issued* approval by the **Administrator** ~~Planning Commission~~ shall be subject to the applicable fee for a ~~preliminary~~ plat *or plan* revision and actual staff and administrative costs plus applicable reviewing fees if in excess of the revision fee. Costs associated with any revisions, review, inspections or other administrative service associated with other than ~~preliminary~~ plans shall be charged on the basis of actual staff cost.

6.3 VARIATIONS AND EXCEPTIONS

1. *Variations and Exceptions to the Minimum Requirements*

Upon application by a developer, the Commission may authorize an exception to the minimum subdivision requirements when unusual conditions exist or when adherence to the requirements would result in practical difficulty that would deprive the developer of the reasonable use of the land.

2. *Standards for a Variation or an Exception*

In making an application for a variation or an exception, the applicant must demonstrate in writing that:

- a. The requested variations or exceptions are in keeping with the purpose and intent of the Subdivision Ordinance.
- b. The granting of said variation or exception would not be of substantial detriment to adjacent properties.
- c. The granting of said variation or exception would not be contrary to the public health, safety and general welfare.

3. *Additional Standards to be Considered by Commission*

In deciding an application for variations/exceptions, the Planning Commission shall be guided by its findings with regard to the preceding test, together with the following items and any other such pertinent information as is necessary for the Commission to make its findings:

- a. The plans reflecting the requested variation/exception is reviewed by the Town Engineer and/or Town **Planning & Zoning Department Planner**.
- b. Any variation/exception in street requirements is reasonable in relation to ultimate projected traffic generation and will not result in street sections that do not satisfy minimum VDOT standards.

4. *Compliance with Applicable Regulations*

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No variation/exception granted pursuant to this section shall relieve the obligation of the developer to comply with any other applicable local or state regulations. In authorizing a variation/exception, the Commission may impose such conditions regarding location, character and other features of the proposed subdivision or development as it may deem necessary in the public interest, and may require a guarantee or bond to insure compliance with the conditions imposed. The developer shall pay the fee established plus any review fees prior to a motion being made on the exception.

5. *Applications Made by any Developer*

Applications for variations/exceptions may be made by any developer. Once the application has been officially submitted, the application and accompanying information shall be transmitted promptly to the Commission for consideration and action.

6. *Determination if Public Hearing is Necessary*

Upon the initial public meeting to consider a variation/exception application, the ~~Commission~~ **Administrator** shall determine whether the potential public impacts of the request warrant a public hearing. If it is determined that a public hearing is warranted, such hearing shall be scheduled within thirty (30) days of said determination. Notice of a public hearing shall satisfy all the requirements of the Code of Virginia, 1950 as amended for such hearings. The Planning Commission shall make a motion on the application *for variation/exception* within thirty (30) days of the initial public meeting if no public hearing is held or within sixty (60) days of the initial public meeting if a public hearing is held. The cost of a public hearing is in addition to service fees *and the cost of plat or plan review. The approval, by the Commission, of any variation/exception request shall not be deemed an interpretation that the site plan or plat is approved.*

6.4 PENALTIES

1. *Offense and Fine*

Any violation of this Ordinance shall constitute a misdemeanor and shall be punishable by a fine of not more than \$1,000 plus \$100 for every day after the first day that such violation shall continue after notification that it shall cease.

6.5 APPEALS

1. *General*

- (a) *Any person aggrieved by the interpretation, administration, or enforcement of these regulations as they apply to a subdivision plat or site plan application may petition the Circuit Court of Loudoun County, as provided by law.*
- (b) *Any subdivider or developer who contends that action has not been taken on a preliminary plat or record plat of subdivision or a site plan by the respective approving authority within the time period established by law shall give ten (10) days written notice to the approving authority of his intent to petition the Circuit Court for an appropriate remedy pursuant to Va. Code Section 15.2-2259 prior to filing such a petition with the Court.*

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- V. Amend existing Article 6 to delete the strikethrough and add the bold italicized text as follows:

**ARTICLE VII
DEFINITIONS**

7.1 TERMS DEFINED

For the purpose of this Ordinance, certain words and phrases are defined as follows:

Engineer: The ***Town Engineer or the*** consulting engineers retained by the Town of Purcellville, Virginia.

Severability. Should any section, clause or provision of this ordinance be declared by any Virginia or federal court of competent jurisdiction to be invalid, the same shall not affect the validity of this ordinance as a whole or any part thereof other than that which is so declared to be invalid.”

This ordinance shall be in effect upon its passage.

PASSED THIS 8th DAY OF JULY 2008.

Robert W. Lazaro, Jr., Mayor
Town of Purcellville

ATTEST:

Jennifer Helbert, Clerk of Council

§ 15.2-2248. Application of certain municipal subdivision regulations beyond corporate limits of municipality.

The subdivision regulations adopted by a municipality within the counties of Giles, Clarke, Culpeper, Loudoun or Mecklenburg shall apply within the corporate limits and may apply beyond, if the municipal ordinance so provides, within the distance therefrom set out below:

1. Within a distance of five miles from the corporate limits of cities having a population of one hundred thousand or more;
2. Within a distance of three miles from the corporate limits of cities having a population of less than one hundred thousand; and
3. Within a distance of two miles from the corporate limits of incorporated towns.

Where the corporate limits of two municipalities are closer together than the sum of the distances from their respective corporate limits as above set forth, the dividing line of jurisdiction shall be halfway between the limits of the overlapping boundaries.

The foregoing distances may be modified by mutual agreement between the governing bodies concerned, depending upon their respective areas of interest, provided such modified limits bear a reasonable relationship to natural geographic considerations or to the comprehensive plans for the area. Any such modification shall be set forth in the respective subdivision ordinances, by map or description or both.

No such regulations or amendments thereto shall be finally adopted by any such municipality until the governing body of the county in which such area is located shall have been duly notified in writing by the governing body of the municipality or its designated agent of such proposed regulations, and requested to review and approve or disapprove the same; and if such county fail to notify the governing body of such municipality of its disapproval of such plan within forty-five days after the giving of such notice, such plan shall be considered approved. Provided, however, that in any county which has a duly appointed planning commission, the governing body or the council shall send a copy of such proposed regulations or amendments thereof to such commission which shall review and recommend approval or disapproval of the same. The county commission shall not take any such action until notice has been given and a hearing held as prescribed by § 15.2-2204. Such hearing shall be held by the county commission within sixty days after the giving of notice by the municipality or its agent. Such commission shall forthwith after such hearing make its recommendations to the governing body of the county which shall within thirty days after such hearing notify the municipality of its approval or disapproval of such regulations and no regulations effective beyond the corporate limits shall be finally adopted by the municipality until notification by the governing body of the county, except that if the county fails to notify the governing body of the municipality of its disapproval of such regulations within ninety days after copy of the regulations or amendments thereof are received by the county commission, the regulations shall be deemed to have been approved.

(Code 1950, §§ 15-786, 15-967.2; 1954, c. 584; 1962, c. 407, § 15.1-467; 1975, c. 641; 1977, c. 524; 1979, c. 251; 1980, c. 47; 1997, c. 587.)

Mayor

Robert W. Lazaro, Jr.

Council

Gregory W. Wagner
Christopher J. Walker, III
Thomas A. Priscilla, Jr.
Stephen Varnecky
James O. Wiley
Joan Lehr

*Town Manager*

Robert W. Lohr, Jr.

Assistant Town Manager

J. Patrick Childs

130 E. Main Street
Purcellville, VA 20132
(540) 338-7421
Fax: (540) 338-6205
www.purcellvilleva.gov

November 12, 2008

Mr. Scott Berger
Loudoun County Dept of Building & Development
1 Harrison Street SE
Leesburg, VA 20175

Dear Mr. Berger,

Per your request, this letter is to confirm the Town of Purcellville's request sent by me via email to Mike Seigfried on October 8, 2008 for County review and approval of recent amendments to the subdivision regulations contained in the Purcellville Land Development and Subdivision Control Ordinance (LDSCO). As noted in that email, these July 8, 2008 amendments were intended to streamline our development review process and did not change any of the existing language referencing the Town's extraterritorial review process.

The Town may be making additional changes to the ordinance some time next year. We are in the process of reviewing changes to the Purcellville Facilities Standards Manual that will probably result in recommended changes to the LDSCO. We will let you know if and when any such changes are under consideration.

Please advise us of your review process for these changes, and if we can be of any assistance, please do not hesitate to call me at (540) 338-2304 or e-mail me at mmsemmes@purcellvilleva.gov.

Sincerely,

Martha Mason Semmes, AICP, CZA
Director of Planning & Zoning

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PHASE ONE AREA OF THE PURCELLVILLE UGA (JLMA) **CPAM 2008-0002 and CPA08-05: Fields Farm - LCPS**


ALLDER SCHOOL RD

HILLSBORO RD

Portion of Parcel 522-28-5928-001
 for use by Loudoun County Public Schools.
 This does not represent a subdivision plat.

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Phase 1 Area CPAM 1999-0001
and CPAM 2007-0004

Town of Purcellville (Limits as of 1/1/2008)

UGA (JLMA) Boundary

Proposed Addition to Phase 1 Area
CPAM 2008-0002

Map Number: 2008-269

0 0.15 0.3 Miles

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